

## VACANCY ANNOUNCEMENT # 13/09/43

### MAINTENANCE MECHANIC, FSN-5 (OR); FP-9 (NOR)

**From:** HR-Theresa Gillespie  
**Open to:** All interested candidates  
**Opening Date:** September 27, 2013  
**Closing Date:** October 11, 2013  
**Work Hours:** Full time - 40 hours per week.  
**Desired Start Date:** November 7, 2013

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Maintenance Mechanic in the U.S. Naval Medical Research Unit No. 6 (NAMRU-6) **Iquitos**.

#### **Basic Function of Position**

Serves as maintenance technician able to solve a wide variety of problems in electricity, mechanic, plumbing and carpentry. Assigned as the technician in charge to perform skilled work at the journeyman level in the installation, maintenance and repair of building systems, equipment and fixtures of NAMRU-6 Research Laboratories and other outside locations in Iquitos. Ensures all NAMRU-6 Iquitos systems have Equipment Preventive Maintenance Standard Operating Procedures (SOP) updated. Read and interpret Architectural and Engineering drawings to compare them with the actual construction during the construction projects and reports discrepancies to the Facilities Officer and/or the Health Facilities Project Officer.

**Please note:** At the end of this Vacancy Announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

### **Qualifications Required**

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

**1. Education:** Completion of two years of vocational training as electrician, HVAC technician, power plant operator or any other major facilities maintenance trade is required.

**2. Prior Work Experience:** Two years of experience in facilities maintenance. One year working in construction projects is required.

**3. Language:** Level I (Rudimentary) Speaking/Reading English ability. Level III (Good Working Knowledge) Speaking/ Reading Spanish ability is required. This will be tested.

**4. Job Knowledge:** Must have knowledge of operating principles of a wide range of electrical systems and electrical equipment, codes related to electrical equipment and electrical systems maintenance and repair; operational characteristics of maintenance equipment and tools; occupational hazards and standard safety practices. Must have knowledge in Microsoft Office at a user level to allow the incumbent to prepare technical reports, charts and inventories. Must be able to draw, read and interpret AUTOCAD drawings.

**5. Skills and Abilities:** Must be able to follow up the Equipment Preventive Maintenance Standard Operating Procedures (SOP). Must have the ability to communicate quickly and clearly, both orally and written in Spanish. Must be able to work independently in the absence of supervision. Must have the ability to keep Equipment maintenance records and accurate and updated inventories for equipment, tools and replacement parts. Multitasking ability is required.

### **Selection Process**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **Additional Selection Criteria**

1. Hiring Office will receive qualified applications in the following order:
  - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
  - b. internal candidates, and
  - c. external candidates.

2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

### **To Apply**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); <http://www.state.gov/documents/organization/136408.pdf> or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Applicants from within the Mission should also fill out the Memorandum of Application
5. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**Submit Applications To:**

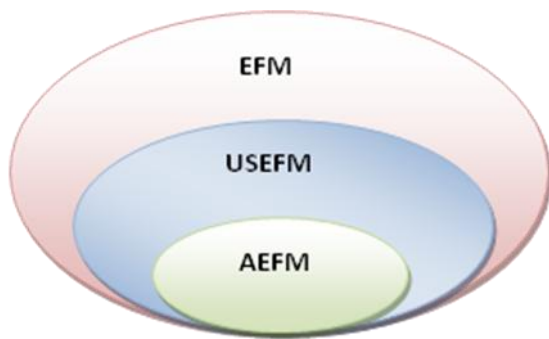
Human Resources Office  
Av. Lima-Polo Cdra. 1 s/n  
Monterrico - Lima 33  
Monday thru Friday, from 9.00 a.m. to 2.00 p.m.  
(except for Peruvian and American holidays)

**Point of Contact:**

Telephone: 618-2169  
Fax: 618-2330

**Appendix A**

**DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. **Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)

- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Home and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

<b>CLOSING DATE: October 11, 2013</b>
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**The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

Cleared by: NAMRU-6-LT Carlo Traverso \_\_\_\_\_

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**Major Duties and Responsibilities of the Position**

Perform major and minor repairs to electrical systems (electric sub-station, transformers, UPS, power generator, ATS and electrical panels) as needed. Perform Equipment Preventive

20%

Maintenance Standard Operating Procedures (SOP) on electric equipment, electric systems, and electric installations. Check for proper operation of safety devices. Installs conduit, wires, pull boxes, switchboards, and switches required in making additions, extensions, or alterations in electrical systems; services, repairs, and maintains lighting, power and fire alarm systems; repairs and replaces defective parts in motors, generators, pumps, switches and other fixtures and appliances; tests for, locates, and repairs trouble in electrical circuits and equipment; and performs related duties as required. Repair and maintain laboratory electric installations (receptacles, fire alarms, emergency alarms, lighting).

Perform major and minor repairs to water systems (water softener, drains, fire protection system, water pumps, water cistern) as needed. Perform Equipment Preventive Maintenance Standard Operating Procedures (SOP) on water equipment, water systems, and water installations. Check for proper operation of safety devices. Water piping installation required in making additions, extensions, or alterations in water systems; repairs and replaces defective parts in water pumps, showers, toilets, urines, showers, eye washers, heaters, softener, and other fixtures and appliances; tests for, locates, and repairs trouble in water lines and equipment; repairs and replaces damaged valves, connectors and others water fittings; and performs related duties as required.

20%

Perform major and minor repairs to ventilation and air conditioning equipment; clean filters and replace as needed. Perform Equipment Preventive Maintenance Standard Operating Procedures (SOP) on bearings, pumps, poly-phase motors, shaft alignments and fans. Repair and maintain laboratory equipment including incubators, refrigerators, freezers, ultralow, ice makers and give support to the Biomedical Repair Officer in the repairs of others sophisticated laboratories equipment.

20%

Perform general maintenance on equipment rooms, laboratories and office areas; paint as necessary to maintain a clean and safe environment. Maintain and repair failures in hardware installed for the access control system. Locate, check and clean smoke detector heads to ensure reliable operation in time of emergency. Maintain records and files on equipment repairs and inspection activities. Maintain an updated inventory of Facilities Equipment, tools and replacement parts.

10%

Oversee basic construction process just for document and reporting purposes. Not supervising personnel. This responsibility includes measure foundation depth, verify rebars gauge, quality and brand of materials during construction or remodeling projects at the Laboratory, Casa Callao, IVITA or any other place where a NAMRU-6 project is executed. Prepares reports with technical notes and pictures to document the project.

30%